



"People
helping
people
help"

Michael R. Pence, Governor
State of Indiana

Division of Mental Health and Addiction
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Designated Agencies/Providers: Accepting Referrals from Criminal Justice Providers

1. In order to accept referrals from the Criminal Justice Providers to the Recovery Works program, a treatment agency must be a Designated Recovery Works Agency. This means an agency must apply, be approved, and sign an agency agreement with the Division of Mental Health and Addiction, before they can begin accepting referrals to the program.
2. As a Designated Service Provider (DSP), the acceptance of a referral from the Criminal Justice Provider (CJP) requires the DSP to contact the participant within two (2) business days, offering an initial appointment within five (5) business days.
 - a. CJP agrees to provide required documentation with referral, to inform and facilitate assessment
 - b. DSP will not assess until supporting documentation is received
 - c. The DSP will obtain participant consent and releases of information, in order to communicate with the CJP about the participant.
3. The DSP will complete the comprehensive mental health and substance use disorder assessment, and administer the Adult Needs and Strengths Assessment (ANSA), to help assist the participant in prioritizing services that will be of most benefit during the recovery process.
4. Based on those results, the Designated Service Provider will develop an Individualized Recovery Plan (IRP) with the participant, found at: http://www.in.gov/fssa/dmha/files/Recovery_Works_IRP.pdf
 - a. This is to be shared with the CJP, and the CJP will sign off acknowledgment.
 - b. The DSP will provide services based on the participant's IRP and update his/her CJP on the participant's progress.
 - c. If a DSP is unable to provide services on the IRP, they must partner with another agency and/or provider (through a written agreement, contract, or MOU) to provide the appropriate services.
5. The DSP, or designated agency representative, will submit billing claims for voucher reimbursement into the Web Infrastructure for Treatment Services (WITS), beginning January 1, 2016. **Note: 11/2/15 through 12/31/15**, Voucher Reimbursement forms, found at <http://www.in.gov/fssa/dmha/2930.htm>, will be completed and submitted weekly to Recovery.Works@fssa.in.gov.
6. All Designated Service Providers must maintain an ongoing clinical record of all contact and/or attempted contact with participants.
7. Ongoing communication and collaboration with the CJP and all members of the treatment team is critical to the recovery process and successful engagement with the referred participant.

